

APPROVED MINUTES

Adult Education Advisory Committee December 7, 2005 Utah State Office of Education South Board Room (10:00 a.m. - 1:00 p.m.)

Present: James Andersen, Herb Clark, Cindy Krueger, Wayne Mifflin, Edie Mitko, Marilyn Nunez, Paula Oakey, and Nate Southerland

Excused: Nancy Birchell, Jared Haines, Norman Nakamura, Shauna South, Don Uchida and Gary Wixom

Guest: Sue Myers

Utah State Office of Education Staff:

Jeff Galli, Sandi Grant, Marty Kelly and Carolyn Johnson (Secretary)

Welcome:

James welcomed everyone in attendance. Comment was made that Mary Ann Parkinson had taken a new job in Park City and comment was made whether or not she would be able to continue to serve on the committee. Carolyn indicated she would make an effort to get updated information on Mary Ann as soon as possible. (Since the Advisory Meeting, Mary Ann has responded to Carolyn indicating that she will be able to serve on the Advisory Board Committee.)

Minutes

The minutes were read and approved with the exception of correcting a misspelled named. Cindy Krueger moved to approve the minutes with the one correction and Wayne Mifflin seconded the motion.

Governor's Budget Recommendation

The Governor's Budget was addressed first on the agenda. Jeff provided information showing what was given to us last year (\$7,630,805) and indicated we requested one million extra dollars to be part of our base for this year. He summarized the following issues:

- Comments from the Governor's Education fiscal analysts indicating that there was some confusion over what constituted adult education services and what constituted community education services. Marty and Mary clarified these differences with these fiscal analysts.
- The Governor's office would support only \$419,694 of the \$1 million request.
- Questions arose as to whether or not the reduced recommendation from the Governor's office would be viewed by OVAE as a reduction in maintenance of effort, thus jeopardizing our federal adult education funding.
- Jeff was asked to research how "maintenance of effort" is calculated.

Also, the Governor's office was particularly interested in the amount of fees collected by respective adult education programs. As these figures are not routinely collected by the Utah State Office of Education, a special accounting may have to be developed.

A question was raised as to whether or not there was \$600,000 available in the State Office of Education's uncommitted non-lapsing balance funds. If the intent language is in the legislation, it allows the State

Superintendent, who has dominion over the funds, to allocate the money to adult education with Board approval. Last year intent language was included for adult education, but at the close of the legislature it was thrown out. However, the intent language was left in from the previous year and not revealed until the day before the March meeting when Mary found out about it. She called Superintendent Harrington and got her to approve the additional money for adult education.

Discussion and Plans for the Legislative Session

James liked the new Adult Education Fact Sheet, indicated it had some great information on it, and thought it was very well done. A question was raised if it might be a good idea to put a community education fact sheet together to highlight the differences and alleviate confusion at the Governor's office. The emphasis is to provide a clear message that adult education does not fund community education programs. Some of the mixed messages are coming from the districts' community education brochures that are mailed out. People assume that adult education is paying for part of the brochures.

James suggested/requested for Marty's office to poll the 39 adult education school programs asking if any adult education money goes to support any community education programming. James felt that due to the misunderstanding about what adult education is, and community education (non-credit enrichment classes), an explanation of the differences should be presented to the Governor, his fiscal analyst, and the Legislative analyst as soon as the adult education information is obtained. The confusion must be cleared up as quickly as possible. **The Legislature needs to know that these funds are not mixed, that right now 7.6 million dollars is going directly for ABE, ESOL and adult high school completion classes.**

Sue stated that on the UAACCE website there are adult education and community education position papers that could shed more light on the matter.

Nate wondered which group, UAACCE or USOE Adult Education would be the most powerful group to send to the Legislature to deliver the information, since UAACCE supports both groups and USOE supports adult education. Comments were made that it should come from both groups as a unified message. It might be effective to send position papers to the Legislature to show the difference between community and adult education.

Cindy suggested that a powerpoint presentation be developed and/or one originally developed by Dave Steele be adapted to help clarify the differences. The presentation needs to include fees that students are being charged and show that there is no co-mingling of funds between adult and community education.

Further discussion involved the following items:

- Position papers being sent to the Legislature,
- A powerpoint presentation on adult education regarding fees charged eliminating the option that funds are commingled in the minds of legislators. Cindy indicated districts should develop materials to clarify that this is not going on.
- It was also suggested that 21st Century Community Learning Center and Even Start program information not be listed under adult education programs. Especially in light of the misunderstanding about community education and adult education. We would not want people to think that adult education is paying for these programs. It was suggested they could be listed as "collaborated partners" with adult education.
- A question that was raised at the Directors' meeting was readdressed regarding whether or not adult education could pay for college tuition for concurrent enrollment and the answer was "no." James made it clear that he heard a direct "no" to that question at the previous meeting, and

emphasized to the Advisory Committee that all adult education directors had been instructed they could not do that.

- A scenario was presented of a small school district whose adult education program did not have a class available, but could receive the class through a community education program. Nate indicated that by policy the money could not be used to support community education programs, and the answer would still be the same "no."

James emphasized his desire to get the poll information back to the Governor's analysts and being proactive in meeting with the Legislative analysts. He suggested that the people who meet with the Legislative analysts should be from business and industry, non-profit programs that meet the needs of indigent and ethnic minority adults in our state. **(Mary, Marty, Herb and Paula)** It would be his request to get an appointment between now and January, (before their budget comes out) and spend about 20 minutes talking with them. He suggested that Herb and Paula could emphasize a need for funding, the value of education in terms of customers obtaining employment, students living in English-speaking populations, willingness of adult educators to provide ESOL classes on site, etc. **James questioned whether or not there had to be a quorum present to make these recommendations. Nate looked up the by-laws and it was determined the plans were being made in compliance with the rules.**

Several comments were made regarding the wording in the Adult Education Policies and Procedures Manual, and Paula asked if it literally said, "Adult education funds may not be used for community education." Her question was followed by two responses: "It should likely say that now," and, "Funds should not be used for any other purposes." Sue indicated there was not any written policy and that a legislator would want to see one in black and white.

James assigned Sue, Sandi and Nate to notify their UAACCE Board about the meeting that Jeff and Marty had with the Governor's analysts regarding a lot of confusion as to whether or not adult education monies were being spent on enrichment classes, and emphasize it needs to be addressed when they are talking to legislators. Cindy mentioned the possibility of sending out position papers to clarify how the monies are spent, and for UAACCE and adult education to send emails also.

Edie stated that Pamela Atkinson, a former State Board member, had also experienced some misunderstanding involving enrichment programs with the Governor. James stated that she would be a great person to contact the Governor because she is well respected by the legislators, and has a good feeling for the population she serves. (It was not clarified whether or not Edie was going to contact her.)

Subset of the Legislative Session

Jeff indicated there is still a push to move Adult Education to the Department of Workforce Services without the money being attached. If it isn't Senator Stephenson pushing for this to happen, it's Representative Dougall. In talking to Patty Murphy, Jeff said Representative Dougall wants to take all the minimum school budgets and block-grant them to districts so there is no protected money and the superintendents can use the funds as they see fit. Representative Dougall contests that the 8 million is better spent in public education K-12 programming, perhaps charter schools. The Utah State Office of education developed a letter for the legislators (particularly the public education appropriations committee). It provided reasons to leave adult education under public education signed by the State Superintendent, Higher Education, and Department of Workforce Services. However, the Department of Workforce Services would not sign it on the basis they work directly for the Governor, and indication was made that if he wants adult education to go over there, that's the way it would be. Rich Belknap, in Alpine District, was told by Representative Dougall that it was a "slam-dunk," no matter how much

information had been given in support of keeping adult education under public education, if the mind set is to move adult education it will be moved.

Conference Call with OVAE regarding Audit

Jeff referred to the conference call for the Corrective Action Plan. The following issues were addressed:

- Mini-grants may require dollars to be paid back to OVAE.
- State GED administration was being paid out of federal funds, but is now being paid from another source.
- A new MIS and data collection system person will be hired but only a portion of the salary can be paid federally because the position will be administrative as well.
- A new application process had to be developed; a new Resource Packet and a reader resource packet had to be written. Jeff will be working with Sarah Newcomb on formalizing the application.
- It was mentioned there would not be a reauthorization of WIA from OVAE this year and so it will be rolled over rather than having a new application process. The extension plan will be due in the spring with an explanation of how the money will be used.
- OVAE didn't like the MIS when they were here and it hasn't changed. The Utah State Office of Education has been working on changes but has not sent them due to risking error messages. OVAE interpreted that as being reluctant to use their support people so now we have until February to provide OVAE with a product. OVAE has concerns about the system being a "clunky dinosaur."
- There is concern about the practitioners in the field not liking the system. Jeff said OVAE admitted that our state was different because we were secondary school credit heavy. We either have to find something they like or we don't care what they like but the system needs to work.

James indicated he likes what the Utah State Office of Education is doing in developing a system that everyone can talk to one another including the Department of Workforces Services. We need to do what is in the best interest of our state and customers. Jeff said it is hard to find a product to adapt to our needs and that is why we are building our own. Edie suggested checking out Davis ATC and the skill centers. Comment was made we are still trying to find the right feature and choose between word and word perfect. James said he would like OVAE to be reminded that our state supports more adults than any other state in the country in adult high school completion with state monies. We've developed a formula that is in the rules, and management information.

Questions and Answers

James held up a copy of the Questions and Answers that were addressed at the directors/coordinators' meeting on December 7, 2005 and indicated to the committee he had requested that a copy be provided for them at this meeting. Carolyn explained that due to all of the changes and revisions that were made on them, Marty felt that they should go through the quality assurance process, (corrections approved and signed off) which is mandatory at the State Office prior to being copied and disseminated. They will be ready for the next meeting.

Expiration Letters

There were five members whose terms expire December 2005, who should be submitting a letter to the Advisory Board Committee as soon as possible if they have the time and desire to be reinstated and continue on as an Advisory Board Committee member. (The letters were either personally delivered or mailed to the individuals whose terms are expiring December 2005.) Carolyn will be looking for communication back from these individuals either by email or regular mail.

Mission Statement

Copies of two separate adult education mission statements were passed around because Marty was not sure which one was the most recent. Even though members of the committee recognized the white copy to be current, a vote was taken and the majority voted for the mission statement on the blue sheet which read:

MISSION STATEMENT

The mission of the Utah Adult Education Advisory Committee is. . .

To advise and assist the Utah State Board of Education in collaboratively designing, advocating, and implementing an exemplary, accountable adult education delivery system which enhances the quality of life for all Utahns.

The group felt the current copy (on white) was too "stark." Edie moved to accept the majority vote for the mission statement on the blue copy, and Cindy seconded the motion. Motion was passed.

Lunch

Adjourn

Nate motioned to adjourn, and Wayne seconded the motion.